

ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT EDWARD J. BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

INTRODUCTION

The Arizona Criminal Justice Commission is publishing this notice to announce the initiation of the Edward J. Byrne Memorial Justice Assistance Grant for FY2006. Arizona focuses the formula grant funds on the support of multi-jurisdictional multi-agency drug, gang and violent crime task forces, tandem prosecution projects, adjudication, detention and forensic laboratory activities, and drug prevention and education programs. The goal of the program is to leverage state and federal funds to raise the level and effectiveness of collaborative enforcement efforts that successfully attack drug, violent crime and criminal street gang problems throughout Arizona. In addition, programs are **strongly** encouraged to coordinate efforts with criminal justice and other initiatives such as Homeland Security and strategies for improving criminal history records.

Projects will be evaluated on measurable and obtainable goals and objectives. Programs must demonstrate effectiveness. The USDOJ Bureau of Justice Assistance is currently developing performance measurements for the JAG program. When finalized, projects will be required to report on these national measures as well.

Approved BYRNE/JAG Purpose Areas:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Planning, evaluation and technology improvement programs

The Commission approved funding priorities under these purpose areas for this application are:

- Priority #1 Multi-jurisdictional, multi-agency task forces and their tandem prosecution projects**
Performance Measures:
- Analysis of arrests made, prosecution opportunities, charges filed, disposition of cases.
 - Cost per arrest and asset forfeitures will be considered as measurements of performance.
 - Analysis to ensure collaboration with other criminal justice agencies, task forces and prosecution programs.
- Priority #2 Criminal justice records improvement (THIS PRIORITY WILL BE ADVERTISED AND FUNDED UNDER A SEPARATE ANNOUNCEMENT)**

Priority #3 Forensic laboratories, adjudication, and detention

Performance Measures:

Forensics:

- Analysis of cases handled per chemist, cost per case for processing, timeliness of processing of evidence, reports completed for police and prosecutors.
- Case turn around time in preparation of cases for trial.

Adjudication:

- Average time for processing drug cases from filing or initial arraignment through final disposition, and quantity of urinalysis tests performed.

Detention:

- Number of positions funded per drug offender. Training for detention staff in effective management of drug use population.

Priority #4 Drug prevention and education programs

Performance Measures:

- Analysis of positions funded, community interaction with community substance abuse or prevention coalitions.
- Participation in the Arizona Youth Survey and using risk and protective factors for developing community substance abuse and prevention strategies.
- Public presentations and community meetings held.
- Innovative programs created to assist citizens in prevention and control of crime.

FUNDING

The Edward J. Byrne Memorial Justice Assistance Grant program size has been set by the Commission at \$13,887,959 for state fiscal year 2006 (July 1, 2005 – June 30, 2006). The Commission is presently making these funds available for multiple grants to be allocated directly to state, county, and local criminal justice agencies, and faith-based groups for projects which will achieve the goals of the Edward J. Byrne Memorial Justice Assistance Grant, within the four (4) priority areas listed above. A twenty-five percent (25%) local cash match will be required for all federal funds disbursed. In addition to federal dollars, the Commission will also award monies from the Drug and Gang Enforcement Account to supplement federal monies. All applicants must certify that matching funds are available at time of application. All projects funded under this program will be for twelve months. Program income generated as a result of federally funded projects must be spent on JAG related activities and expended prior to the receipt of any federal funds.

Non Competitive - Under 10K Projects

The creation of the new BYRNE/JAG program combined the Local Law Enforcement Block Grant (LLEBG) program with the Edward Byrne Memorial State and Local Law Enforcement Formula Grant Program. Forty percent of Byrne/JAG funding is administered by the Bureau of Justice Assistance directly to local units of government. The Bureau of Justice Assistance sets a \$10,000 threshold for grants to units of local government eligible to receive an award. The new Byrne/JAG guidelines no

longer require these units be funded however the Arizona Criminal Justice Commission has chosen to review the requests of units of local government for funding. Units of local government under the BJA \$10,000 threshold can apply to the Commission for funding. The maximum allocation for these projects is \$209,572 and the maximum amount to each unit may be viewed by clicking [here](#). The Arizona Criminal Justice Commission is encouraging these units of local government to coordinate their efforts to maximize the impact of these funds. These projects will be funded during the same time frame as the BYRNE/JAG program and must meet the same requirements including the twenty-five percent (25%) match outlined in this solicitation.

HOW TO APPLY

You will create, submit and monitor your application through a private, secure web site. Upon verification of your eligibility to apply for funds, log-in information will be e-mailed to you. The application must be completed on this web site and submitted electronically. If you are having difficulties with the system, please call our office at 602-364-1146 or e-mail us at jag@azcjc.gov

PROGRAM STRATEGY

This program is designed to implement various projects identified by the State's Drug, Gang and Violent Crime Strategy available at www.azcjc.gov, which has been developed for the years 2004 - 2007 and submitted to the United States Department of Justice, Bureau of Justice Assistance. The strategy was amended by the Arizona Criminal Justice Commission on March 24, 2005, to include drug prevention and education programs as priority number four (4).

ALLOWABLE COSTS

Additional funds may not be available in future years. When requests are made to fund personnel or other ongoing, continuing activity or cost, applicants should identify future potential funding sources. Eligible expenses include personnel, Employee Related Expenses (ERE), overtime, travel, operating costs, costs related to contractual or consulting services and equipment.

RESTRICTIONS ON USE OF FUNDS

JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, BJA may certify a state's request to use funds for:

- Vehicles, vessels, or aircraft
- Luxury items
- Real estate
- Construction projects, other than penal or correctional institutions

REPORTING AND SPECIAL REQUIREMENTS

Applicants **must** submit, within seven (7) calendar days from the ACJC online application date, a copy of any Edward J. Byrne Memorial Justice Assistance Grant (JAG) application submitted by you or on behalf of your Unit of Local Government to the Bureau of Justice Assistance under the 40% direct local funding solicitation if you were eligible for funding. This direct local funding application

copy should be mailed to the JAG Program Manager, at the address below.

Applicants are also required to submit monthly financial and progress reports to the Commission and cooperate fully in any national evaluation efforts required by the federal government. A copy of the last available A-133 audit report, and documents from participating agencies indicating their intent to participate in the program, must be submitted to the Commission with the signed Grant Agreement.

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)

An EEOP must be developed by each DOJ grant recipient with 50 or more employees that receives an award of \$25,000 or more either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission. Exceptions: Regardless of the amount of funding or number of employees, if the recipient agency is an educational institution, non profit organization, Indian tribe or medical institution, it is exempt and is not required to develop an EEOP. Submissions of the EEOP vary depending on the entity type, number of employees and funding level of a grantee agency.

An acceptable Equal Employment Opportunity Plan must be submitted to the Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 7th Street N.W., Washington D.C. 20531 if the grantee is required to submit one pursuant to 28 CFR 42.302. An EEOP is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color or national origin. The Department of Justice (DOJ) comprehensive guidelines for developing an Equal Employment Opportunity Plan can be found at 28 CFR § 42.301 et seq.

The following guidelines should be used to determine what information, if any must be submitted to Office for Civil Rights (OCR):

An agency **does not** need to return any EEOP related information to OCR if it is a non-profit organization, educational institution, Indian tribe or medical institution or is not receiving a signed grant or sub-grant award of at least \$25,000.

An agency **must submit** a Certification to OCR if it is receiving a single award for at least \$25,000, but has less than 50 employees or has 50 or more employees and is receiving a single award for at least \$25,000, but less than \$500,000.

An agency **must submit** a copy of its EEOP or EEOP Short Form) to OCR if it is receiving a single grant award of \$500,000 or more or an aggregate of grant awards for \$1,000,000 or more during an 18 moth period and has 50 or more employees.

All grantees must forward to OCR a copy of any finding for discrimination made against their agency after a due process hearing (within the past five years) within 30 days of such finding. For more information consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr .

CERTIFICATIONS

Civil Rights

All recipients of federal funds, regardless of the type of entity or the amount of money awarded, must provide assurance that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. The recipient must certify that it will comply with all applicable non-discrimination laws and regulations, and must submit this assurance with the online application as a condition of federal funds (See 28 CFT 42.204).

Specifically, the statute that governs OJP funded programs or activities (Section 809 (C), Omnibus Crime Control & Safe Streets Act of 1968, as amended 42 U.S.C. 3789d, (the OJP program statute), prohibits such discrimination, as follows:

No person in any State shall on the ground of race, color, religion, national origin, sex (or disability)* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

*Section 504 of the Rehabilitation Act of 1973 (section 504) prohibits identical discrimination on the basis of disability.

The Assistant Attorney General of OJP has delegated the enforcement of civil rights compliance of all OJP grantees to the Director, Office for Civil Rights (OCR). The director has civil rights enforcement responsibilities and determines through established policies and procedures whether any person is being excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in connection with the program or activity receiving OJP fund on these grounds. Where such discriminatory actions are found through compliance reviews or complaint processing the recipient agency may be determined to be in noncompliance for violation of the law and of its signed assurances. If attempts to secure voluntary compliance through negotiations are not successful, the sanction of suspension or termination of funding is required by statute. Some specific forms of discrimination which is prohibited are set out in the OJP program statute's implementing regulations 28 CFR 42.203 and 28 CFT 42.403 section 504. For more information consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr .

ALLOCATION PROCESS

Applications will be reviewed by a selection committee and evaluated using the attached Evaluation Form. Commission staff will prepare a proposed allocation plan. The proposed allocation of funds will be based on the amount requested and the following factors:

- (a) The extent to which the proposed activities help the state to meet the goals of Arizona's 2004-2007 Drug, Gang and Violent Crime Strategy as amended by the

Commission on March 24, 2005.

- (b) Goals, objectives and performance measures that clearly outlines program activities. Previously funded projects that demonstrate program effectiveness.
- (c) The technical feasibility of the proposal and extent to which the proposal appears reasonable based on the agency or task force structure.
- (d) The reasonableness of the budget.
- (e) The extent to which the application reflects a constructive interface between relevant components of the local and state criminal justice systems.
- (f) Approval of the proposed activities by the Bureau of Justice Assistance.

Commission staff will present a proposed funding allocation plan to the Drug, Gang and Violent Crime Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan to the Arizona Criminal Justice Commission for review and final action. The proposed allocation plan will be made available to all applicants in the meeting agendas. Funds will then be disbursed to agencies in accordance with the Commission's final approved allocation plan. Funds will be disbursed to agencies on a reimbursement basis, upon submission of reports showing expenditures.

APPEAL PROCESS

Applicants may pursue a two step appeal process if their application is denied. If an application is not included for funding in the initial proposal, the applicant may verbally appeal to the Committee. At that point, the Committee will either accept the staff proposal and recommend the proposal to the Commission or make changes and recommend the revised proposal to the Commission. If an application is not recommended for funding by the Committee, the applicant may verbally appeal to the Commission. The Commission can approve the recommendation of the Committee, or make changes to the Committee proposal, or table the proposal for further study. The vote of the Commission is the final step of the process and no further appeals will be granted.

APPLICATION PROCESS

The Arizona Criminal Justice Commission would like to fund each worthy program, but available funds are limited. In addition to new projects, the Commission will consider funding existing projects that require continued funding to be successful.

Applications must be received at the Commission office no later than 3:00 p.m. on April 22, 2005. Applications must be submitted online at www.azcjc.gov/Grants/GMSIndex.asp

Questions concerning this program, or the application process, should be directed to Bob Irish or Luis Martinez at the Arizona Criminal Justice Commission at 602-364-1146 or e-mail us at jag@azcjc.gov

Evaluation Form Edward J. Byrne Memorial Justice Assistance Grant

Applicant: _____

Was the application received on time? ____Yes ____No

If the answer is "no", the application is **disqualified** and should not be scored further.

Evaluation Criteria				
Category	Description	Valuation	Maximum Possible Score	Actual Score
Project Description	<ul style="list-style-type: none"> Clearly details how agency will plan, organize, staff, direct and use resources. Highlights what specific activities are to be implemented using Byrne/JAG funds. Previously funded projects that demonstrate program effectiveness. Includes timeline clearly defining an estimated completion date. There is an emphasis on collaborative strategies. 	Factual	20	
Project Goals, Objectives, and Timelines	<ul style="list-style-type: none"> Describes the broad, overall goals the project expects to achieve. Lists the specific quantified objective the project is expected to attain. Is adequately descriptive in terms of measurable, observable events. 	Factual	20	
Performance Indicators and Evaluation Criteria	<ul style="list-style-type: none"> Provides information regarding performance indicators and evaluation criteria. Identifies the person responsible to do the evaluation and submission of quarterly performance/progress reports. 	Factual	20	
Budget	<ul style="list-style-type: none"> A separate and thorough budget analysis broken out into personnel, overtime, consultant/contractual services, travel, operating expenses and total project costs is attached. If applicable, contains a breakdown and description of partial funding possibilities. 	Factual	20	
Funding Priorities	<ul style="list-style-type: none"> Provides information identifying the overall project strategy. Clearly integrates the above strategy with the Commission's stated State Strategy. 	Judgment	20	
		TOTAL	100	

All applications will be scored using this evaluation form. Applicants must score at least 70 points to be considered for funding. However, a minimum score of 70 points does not ensure an award, due to limited